

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120077-0

## REPORTS INVENTORY

OL/SD/ ☐ FTB - 2 STA

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

DAILY TONNAGE REPORT

2. TYPE OF REPORT ☒ STATISTICAL  
☐ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL  
☒ LOGISTICS  
MEDICAL  
TRAINING  
SECURITY  
FINANCEADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED

1

5. FREQUENCY (weekly, monthly, quarterly, etc.)

DAILY

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form, computer print-out, etc) Form.

8. ADP PROCESSING

☐ YES  
☒ NO

IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT

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10. PREPARING COMPONENT (include lowest level contributing information to report)

OL/SD/ ☐ FTB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-05	\$3.36		1/4 Hr.		\$ .84		252		\$211.68
GS-13	8.06		1/4 Hr.		2.02		252		509.04

## B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

\$720.72

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Used as management tool as statistical compilation of total amount of cargo handled by Freight Traffic Branch on daily basis.

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS  
☐ CHANGE  
☐ DISCONTINUE  
☐ OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS DOLLARS

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16. DATE OF INVENTORY

9/22/70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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